

THE ADJUTANT GENERAL  
THE STATE OF NEW HAMPSHIRE  
CONCORD

NEW HAMPSHIRE NATIONAL GUARD  
TECHNICIAN PERSONNEL REGULATION  
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INTRAMANAGEMENT COMMUNICATION AND CONSULTATION

1. PURPOSE: This regulation establishes a management and supervisory communication and consultation system for the New Hampshire National Guard Technician Program. The purpose of this system is to improve Technician Program Operations, improve the working conditions of supervisors, exchange information, improve managerial effectiveness, and to establish policies that best serve the public interest in accomplishing the mission of the New Hampshire National Guard.
2. GOAL: The primary goal of this system is to convince all supervisors that they are in fact members of the management team.
3. RESPONSIBILITIES:
  - a. Technician Personnel Officer:
    - (1) Provides advice to the Adjutant General in matters relating to intramanagement communication and consultation with supervisors and management officials.
    - (2) Participates in the development and maintenance of the intramanagement communication and consultation system with supervisors and management.
  - b. Supervisors:
    - (1) Participate fully in the development and implementation of policy.
    - (2) Contribute to the negotiation and administration of labor-management agreements.
    - (3) Communicate management objectives, decisions, and viewpoints to subordinate employees.
    - (4) Communicate subordinates' views to higher level management.
4. PROCEDURES: Intramanagement communication and consultation within the N. H. National Guard Technician Program will consist of written communications, meetings, conferences and training sessions.
  - a. A quarterly supervisory publication will be prepared by the Technician Personnel Office and mailed to each Supervisor's home. This publication will contain information on current programs, goals and objectives. It will also serve as a forum to exchange information on current problems, procedures, and policies in the Technician program, with input from all supervisory levels.
  - b. Supervisory meetings will be conducted at least quarterly by 197th Group Headquarters for Supervisors within the Group and Battalions; at least quarterly meetings at the State Military Reservation for Supervisors on the Reservation and at Pease AFB for Supervisors assigned there to insure that all supervisors are aware of "what is happening now" and to insure that information from line supervisors

is transmitted upward in the chain. When urgent information must be transmitted immediately, telephone calls will be made. The purpose of these meetings is for supervisors to exchange ideas and information on any aspect of the Technician program, and to disseminate important information from higher headquarters.

(1) The Senior Supervisor in the area will designate the Chairman of these meetings on a rotational basis from among the group of supervisors concerned. It is suggested that each Chairman serve for at least two meetings. A recorder will also be designated so that minutes of the meetings may be prepared and maintained for follow-up action. The Chairman is also responsible for the agenda. Copies of the agenda should be distributed to supervisors prior to the date of the meeting.

(2) Representatives from The Adjutant General's Office and the Technician Personnel Office are available for these meetings upon request from the Chairman.

c. The Command Administrative Assistant to The Adjutant General will conduct semi-annual meetings with all Army Supervisors at the State Military Reservation in Concord. The Base Detachment Commander will conduct semi-annual meetings with all Air Supervisors at Pease AFB. More frequent meetings may be called as necessary. These meetings will include representatives from the Adjutant General's Office and from the Technician Personnel Office. Agendas will be prepared in advance and will include items of general interest to all supervisors. Supervisors also will be encouraged to submit their suggestions for agenda items.

(1) At these semi-annual meetings, training work shops and sub-conferences will be conducted for specific areas of concern such as supply, training etc for Army personnel.

#### 5. BENEFITS TO BE DERIVED:

a. An effective system of communication has the following significant benefits:

(1) Enhances a sense of prestige, identification, and status for supervisors and management officials.


(2) Assures careful consideration of the problems of supervisors and management officials by higher management.

(3) Permits more meaningful and productive acceptance of new policies as a result of participatory involvement.

(4) Aids in the integration of supervisors and management officials into management structures.

(5) Affords The Adjutant General, his immediate staff advisors and program chiefs the benefit of subordinate staff's candid reactions and constructive criticism to various proposals.

(6) Encourages in general more timely and meaningful communications.

  
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